

From: **Ex. 6 Personal Privacy (PP)**
Sent: 11/5/2018 6:04:53 PM
To: **Ex. 6 Personal Privacy (PP)**
Subject: RE: Tracking sheet for Week 2

Thanks,

From: **Ex. 6 Personal Privacy (PP)**
Sent: Monday, November 05, 2018 1:02 PM
To: **Ex. 6 Personal Privacy (PP)**
Subject: RE: Tracking sheet for Week 2

Sure thing, I'll be sure to do so in the future.

From: **Ex. 6 Personal Privacy (PP)**
Sent: Monday, November 5, 2018 12:26 PM
To: **Ex. 6 Personal Privacy (PP)**
Subject: FW: Tracking sheet for Week 2

Hi

In the future, it would be helpful if you could cc team leaders (**Ex. 6 Personal Privacy (PP)** and me) when you send out requests like this so we know what's going on. Thanks!

From: **Ex. 6 Personal Privacy (PP)**
Sent: Monday, November 05, 2018 10:12 AM
To: **Ex. 6 Personal Privacy (PP)**
Cc: **Ex. 6 Personal Privacy (PP)**
Subject: RE: Tracking sheet for Week 2

Hi **Ex. 6 Personal Privacy (PP)**

I have updated my cases. I had to add a row at the end of the list because there were two missing cases assigned to me (P-17-0387 and P-17-0388)

Thank you

Ex. 6 Personal Privacy (PP)

U.S. EPA, Office of Pollution Prevention and Toxics
Chemical Control Division
New Chemicals Management Branch,
WJC-East, Room: **Ex. 6 Personal Privacy (PP)** Mail Code: 7405M

Ex. 6 Personal Privacy (PP)

From: Ex. 6 Personal Privacy (PP)

Sent: Monday, November 05, 2018 8:27 AM

To: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Cc: Ex. 6 Personal Privacy (PP)

Subject: Tracking sheet for Week 2

Good morning all,

Please update the status of your cases in [this linked spreadsheet](#) by 11:00 am. This email has only been sent to PM's with cases in the sheet. Per request, we have added a few extra columns.

Two particular things to pay attention to this week:

1. Please update your day 90s, especially if they are now past (color coded red). These will be noted by management.
2. Please write today's date in column H so that we can track how up-to-date the information is, and know who we need to track down.

Thanks for your help and patience,

Ex. 6 Personal Privacy (PP)

From: Ex. 6 Personal Privacy (PP)

Sent: Monday, October 29, 2018 8:50 AM

To: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Cc: Ex. 6 Personal Privacy (PP)

Subject: FW from : URGENT: More tracking

Good Morning,

A quick reminder to everyone that has circulated another tracking sheet and that he needs updates for a meeting today at noon. We have decided to try this in sharepoint (the link to the sheet is attached). I believe a link has already been sent to everyone who has cases to update. Please let or I know if you have any questions or access

issues. If you prefer to use email (or already sent in your updates by email), we will update the sharepoint sheet for you.

Thanks!

Ex. 6 Personal Privacy (PP)

From: Ex. 6 Personal Privacy (PP)

Sent: Friday, October 26, 2018 3:08 PM

To: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Cc: Ex. 6 Personal Privacy (PP)

Subject: URGENT: More tracking

Here we go again.

Now that we are transitioning away from Ad Hoc to a more CCD-driven process, CCD (rather than the Ad Hoc team) is now being held more responsible for ensuring that cases move quickly and efficiently through the review process.

To aid us, the OCSPP IO and OPPT IO have directed that we make several "groupings" of cases high priority cases and focus our efforts, to a large extent, on those cases for a while. They also want us to schedule 20 or so of these cases each week for "completion."

I have created another tracking sheet to help us keep track of this. AND, I have asked Ex. 6 Personal Privacy (PP) to be responsible for keeping this spreadsheet up to date. So, expect to see Ex. 6 Personal Privacy (PP) and possibly others visiting you on Monday morning for info to update this spreadsheet. I am meeting with the Deputy AAs at noon on Monday and I need to bring with me a list of cases that we think can "complete" next week. The "groupings" on this spreadsheet are as follows:

- Cases within 28 days of Day 90 on 10/23/2018 (w/ no suspensions).
- "Hair On Fire" cases that you identified for me this week
- Cases that had a "Previous Ad Hoc determination of Ex. 5 Deliberative Process (DP) Not Likely - may need to be reevaluated by Ad Hoc"; Ex. 5 Deliberative Process (DP) Determination Document that Ex. 6 Personal Privacy (PP) developed for P-18-0030 can serve as a model for Program Managers to use for cases such as these. Ex. 6 Personal Privacy (PP) please send this document to everyone on the CBI LAN (or to me and I will send it to everyone).
- Cases from the "Ad Hoc - Ready to Print subfolder"; Ex. 5 Deliberative Process (DP) Determination Documents from these Ad Hoc documents.
- As a final "grouping", you can add cases to this list that you think you can bring to completion within the next month or so.

Ex. 6 Personal Privacy (PP)

New Chemicals Management Branch (MC- 7405M)
U.S. EPA, Office of Pollution Prevention and Toxics

Ex. 6 Personal Privacy (PP)

